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NIS COMMITTEE MEETING NO. 265

29 April 1958

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1. The following were present:

Mr. D. J. Clinton	State
Mr. R. S. Kain	State
Col D. H. Smith	Army
Mr. J. A. Minogue	Army
Cdr. J. A. Baldridge	Navy
Lt. D. P. Harvey	Navy
Lt. Col. H. K. Avery	Air Force
Mr. Chas. P. Berney	Air Force
	CIA (Chapter I Coordinator)
	CIA (Chairman)
	CIA (Vice Chairman)
	CIA (Secretary)

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2. Concept of the NIS Annual

The Committee met for the purpose of determining requirements and developing a production schedule for the NIS Annual (refer to Item 3 NCM 264). The chairman introduced a paper "Concept of the NIS Annual" as a basis for developing common understanding among the members of the purpose and essential features of the Annual. He directed the members' attention to the first three paragraphs of the paper which contain the essence of this concept, as follows:

"According to release dates, approximately 70% of the published Chapters I are now two to four years old. Actually, the material the Chapters contain is considerably older. Yet the high level of use and the wide dissemination of these Chapters make it imperative that they be reasonably up to date, in order to serve their purpose and retain user confidence.

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To launch an extensive Chapter I maintenance program at this time would result in unacceptably retarding the production of additional Chapters, for which there is a pressing demand. Hence, as an alternative, the NIS Annual has been devised to provide limited maintenance for Chapter I between formal revisions of the Chapter.

It is envisioned that Chapters I will be reviewed on an approximately yearly basis and that Annuals will be published, in accordance with producing agency capabilities, for those Chapters in which major changes have occurred, for which information has become available to fill major gaps, or both. Changes and gaps which might be significant enough to receive attention in a formal revision of Chapter I may well not be significant enough to include in the Annual. Implementation of this method will obviously result in a limited revision of Chapter I to reflect major changes and to fill major gaps, a fact of which the user is apprised in the Foreword of the Annual. The method will, however, enable revision where revision is most necessary, preservation of user confidence, and minimum research effort on the part of producing agencies."

The Committee fully discussed the paper and agreed it would serve analysts at this time far better than a more formal outline guide, which should not be developed until after more experience with the production of Annuals. A few changes were made in the concept paper and, at the suggestion of the chairman, the members agreed to review the revised draft with their agencies before proceeding further with the Annual program.

3. The next meeting of the NIS Committee will be held at 1000 hours on Tuesday, 6 May 1958.

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Distribution:

8 - NIS Committee  
1 - Secy., JIG  
1 - SA/PC/DCI  
1 - DD/I      1 - St/PB/RR  
1 - DD/C      4 - Ch/G/RR  
1 - DD/P      8 - D/E/BI  
2 - AD/SI      1 - D/R/BI  
1 - AD/RR      1 - D/P/BI